

**PB# 06-31**

**Lisa Brown  
(SP)**

**16-2-6**

TOWN OF NEW WINDSOR  
PLANNING BOARD  
APPROVED COPY  
DATE: August 23, 2007

06-31 Lisa Brown - S.P.  
186 Quassick Ave.  
Home Prof. Office

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 08/30/2007

PAGE: 1

LISTING OF PLANNING BOARD ACTIONS

STAGE:

STATUS [Open, Withd]  
A [Disap, Appr]

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

--DATE--	MEETING-PURPOSE-----	ACTION-TAKEN-----
08/23/2007	PLANS STAMPED	APPROVED
05/09/2007	P.B. APPEARANCE	APPR COND
12/13/2006	P.B. APPEARANCE	REVISE & RETURN
	. MANDITORY PUBLIC HEARING - SEND TO OC PLANNING - ADDRESS	
	. MARK'S COMMENTS - ZBA REFERRAL	

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 08/30/2007

PAGE: 1

LISTING OF PLANNING BOARD SEQRA ACTIONS

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

	DATE-SENT	ACTION-----	DATE-RECD	RESPONSE-----
ORIG	11/30/2006	EAF SUBMITTED	11/30/2006	WITH APPLIC
ORIG	11/30/2006	CIRCULATE TO INVOLVED AGENCIES	/ /	
ORIG	11/30/2006	LEAD AGENCY DECLARED	05/09/2007	TOOK LA
ORIG	11/30/2006	DECLARATION (POS/NEG)	05/09/2007	DECL NEG DEC
ORIG	11/30/2006	SCHEDULE PUBLIC HEARING	/ /	
ORIG	11/30/2006	PUBLIC HEARING HELD	05/09/2007	CLOSED PH
ORIG	11/30/2006	WAIVE PUBLIC HEARING	/ /	
ORIG	11/30/2006	FINAL PUBLIC HEARING	/ /	
ORIG	11/30/2006	PRELIMINARY APPROVAL	/ /	
ORIG	11/30/2006	LEAD AGENCY LETTER SENT	/ /	

**RESOLUTION GRANTING SPECIAL USE PERMIT  
AND SITE PLAN APPROVAL FOR A HOME PROFESSIONAL OFFICE**

*Brown - Home Professional Office  
PB #06-31*

**WHEREAS**, an application was made to the Planning Board of the Town of New Windsor for special use permit and site plan approval by Lisa Brown (the "applicant") for a project described as the "Brown - Home Professional Office";

**WHEREAS**, the subject site consists of 0.585 acres of land and comprised of one tax map parcel in the Town of New Windsor identified on the tax map as section 16, block 2, and lot 6 (SBL 16-2-6) located at 136 Quassaick Avenue, New Windsor, New York; and

**WHEREAS**, the site is currently improved by an existing one-story residence;

**WHEREAS**, the action involves a request for a special use permit and site plan approval for a one-story addition of 643.5 square feet, and related site improvements; and

**WHEREAS**, the applicant has submitted a fully executed short form Environmental Assessment Form ("EAF") pursuant to the New York State Environmental Quality Review Act ("SEQRA"); and

**WHEREAS**, the Planning Board conducted an uncoordinated SEQRA review for this project; and

**WHEREAS**, the Planning Board held a public hearing on May 9, 2007 at which time all interested persons were given the opportunity to be heard; and

**WHEREAS**, during the course of the Planning Board's review of the Applicant's proposed site plan and special use permit, the Planning Board received and considered comments from the public as well as the Town's consultants; and

**WHEREAS**, the application and related materials were referred to the Orange County Planning Department ("OCDP") for its review pursuant to the requirements of the General Municipal Law § 239-m, and OCDP responded recommending approval; and

**WHEREAS**, the Planning Board has carefully considered all of the comments raised by the public, the Board's consultants, and other interested agencies, organizations and officials,

including those presented at numerous meetings of the Board as well as those submitted separately in writing; and

**WHEREAS**, the applicant submitted a proposed site plan consisting of 1 sheet, prepared by Howard W. Weeden, PLS, PC dated July 6, 2006 and last revised on February 12, 2007; and

**WHEREAS**, the existing residence is located in the R-4 zoning district of the Town. The site complies with the appropriate bulk requirements with the exception of the lot area and front yard setback, which are both existing non-conforming conditions, and rear yard setback, which is a non-conformity being created by the construction of the addition; and

**WHEREAS**, on December 13, 2006 the Planning Board referred the application to the Town of New Windsor Zoning Board of Appeals for consideration of an area variance to address the rear yard setback nonconformity to be created by the construction of the addition; and

**WHEREAS**, the Town of New Windsor Zoning Board of Appeals granted the required area variance for the rear yard setback; and

**WHEREAS**, the Planning Board has heretofore determined that the Proposed Action minimizes or avoids significant environmental impacts and, adopted a Negative Declaration.

**NOW, THEREFORE**, the Planning Board finds that the applicant has satisfied the requirements of Town Code §§ 300-86 and 300-87(A) and grants the Special Use Permit and approves the Site Plan subject to the following terms and conditions:

1. The applicant shall pay all outstanding fees due the Town for review of this application;
2. The applicant shall make any required revisions to the site plan to the satisfaction of the Planning Board Engineer and Planning Board Attorney;
3. The applicant shall secure all necessary permits, approvals and authorizations required from any other agency, if required; and
4. The applicant shall submit proof of satisfaction of the foregoing conditions and submit a site plan for signature within 360 days of the date of this resolution. The Planning Board hereby grants the two (2) ninety (90)

day extensions as authorized by Town Code § 300-86(E)(1). This approval will expire on May 3, 2008, and no further extensions can be granted.

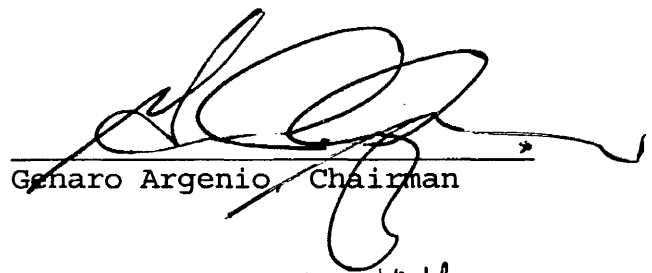
Upon motion made by Member VanLeeuwen, seconded by Member Schlesinger, the foregoing resolution was adopted as follows:

Member, Daniel Gallagher	<u>Aye</u>	Nay	Abstain	Absent
Member, Howard Brown	<u>Aye</u>	Nay	Abstain	Absent
Member, Neil Schlesinger	<u>Aye</u>	Nay	Abstain	Absent
Member, Henry Vanleeuwen	<u>Aye</u>	Nay	Abstain	Absent
Chairman, Genaro Argenio	<u>Aye</u>	Nay	Abstain	Absent

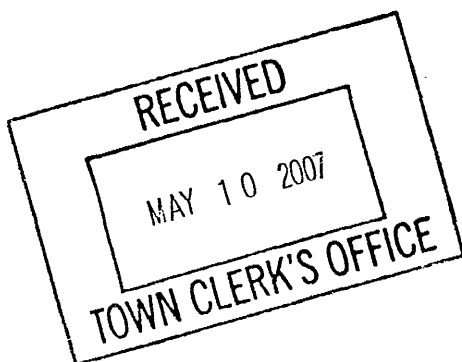
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Alternate, Henry Schieble	Aye	Nay	Abstain	Absent
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Dated: May 9, 2007  
New Windsor, New York

  
\_\_\_\_\_  
Genaro Argenio, Chairman

Filed in the Office of the Town Clerk on this 10th day of May, 2007.



  
\_\_\_\_\_  
Deborah Green  
Town Clerk

**TOWN OF NEW WINDSOR PLANNING BOARD  
COUNTY OF ORANGE**

**NEGATIVE DECLARATION**

*Brown - Home Professional Office  
Special Use Permit and Site Plan Approval  
PB # 6-31  
(S-B-L: 16-2-6)*

PLEASE TAKE NOTICE that, according to the provisions of Article 8 of the Environmental Conservation Law and the New York Code of Rules and Regulations Part 617, the Town of New Windsor Planning Board has adopted a Negative Declaration for the project named below. The Planning Board is serving as Lead Agency for this Unlisted Action, for an Uncoordinated review of this Unlisted Action.

Name of Project: Brown – Home Professional Office  
Action Type: Unlisted Action; Uncoordinated Review  
Location: Town of New Windsor, County of Orange  
Location: 136 Quassaick Avenue (Route 94 and Oak Ridge Drive)  
Zoning District: R-4 Residential  
Tax Map Parcel: 16-2-6

**Summary of Action:**

the action involves a request for a special use permit and site plan approval for a one-story addition of 643.5 square feet, and related site improvements in connection with a home professional office.

**Reasons Supporting the Negative Declaration:**

Based on its consideration of the available information, the Planning Board finds there would be no significant adverse environmental effects associated with granting the lot line change.

With one exception, the proposed addition is considered to comply with all currently existing zoning requirements and municipal plans for the Town of New Windsor, and is consistent with the community character. The proposed addition required an area variance for the rear yard setback from the Town of New Windsor Zoning Board of Appeals, which was granted following the mandatory public hearing. Visual impacts, traffic, solid waste generation, energy consumption, and public service demands would not be significant in connection with the proposed home professional office. No other potentially significant harmful environmental impacts are identified.

Date of Adoption of Negative Declaration: May 9, 2007  
Agency Address: Town of New Windsor Planning Board  
Town Hall – 555 Union Avenue  
New Windsor, New York 12553  
Tel. (845) 563-4615  
Contact Person: Genaro Argenio, Planning Board Chairman



**RESOLUTION ADOPTING A NEGATIVE DECLARATION  
FOR A HOME PROFESSIONAL OFFICE**

*Brown - Home Professional Office  
PB #06-31*

WHEREAS, an application was made to the Planning Board of the Town of New Windsor for special use permit and site plan approval by Lisa Brown (the "applicant") for a project described as the "Brown - Home Professional Office";

WHEREAS, the subject site consists of 0.585 acres of land and comprised of one tax map parcel in the Town of New Windsor identified on the tax map as section 16, block 2, and lot 6 (SBL 16-2-6) located at 136 Quassaick Avenue, New Windsor, New York; and

WHEREAS, the site is currently improved by an existing one-story residence;

WHEREAS, the action involves a request for a special use permit and site plan approval for a one-story addition of 643.5 square feet, and related site improvements; and

WHEREAS, the applicant has submitted a fully executed short form Environmental Assessment Form ("EAF") pursuant to the New York State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Planning Board conducted an uncoordinated SEQRA review for this project; and

WHEREAS, the Planning Board held a public hearing on May 9, 2007 at which time all interested persons were given the opportunity to be heard; and

WHEREAS, during the course of the Planning Board's review of the Applicant's proposed site plan and special use permit, the Planning Board received and considered comments from the public as well as the Town's consultants; and

WHEREAS, the application and related materials were referred to the Orange County Planning Department ("OCDP") for its review pursuant to the requirements of the General Municipal Law § 239-m, and OCDP responded recommending approval; and

WHEREAS, the Planning Board has carefully considered all of the comments raised by the public, the Board's consultants, and other interested agencies, organizations and officials,

including those presented at numerous meetings of the Board as well as those submitted separately in writing; and

**WHEREAS**, the applicant submitted a proposed site plan consisting of 1 sheet, prepared by Howard W. Weeden, PLS, PC dated July 6, 2006 and last revised on February 12, 2007; and

**WHEREAS**, the existing residence is located in the R-4 zoning district of the Town. The site complies with the appropriate bulk requirements with the exception of the lot area and front yard setback, which are both existing non-conforming conditions, and rear yard setback, which is a non-conformity being created by the construction of the addition; and

**WHEREAS**, on December 13, 2006 the Planning Board referred the application to the Town of New Windsor Zoning Board of Appeals for consideration of an area variance to address the rear yard setback nonconformity to be created by the construction of the addition; and

**WHEREAS**, the Town of New Windsor Zoning Board of Appeals granted the required area variance for the rear yard setback; and

**WHEREAS**, the Planning Board has heretofore determined that the Proposed Action minimizes or avoids significant environmental impacts and, adopted a Negative Declaration.

**WHEREAS**, the Planning Board has determined that the Proposed Action minimizes or avoids significant environmental impacts and, therefore, the accompanying Negative Declaration is hereby adopted as part of the approval.

**NOW, THEREFORE**, be it resolved as follows:

1. The Planning Board is lead agency for an uncoordinated review of this action;
2. This is an Unlisted Action for SEQRA purposes;
3. The EAF submitted by the applicant has been fully reviewed and considered by the Planning Board;
4. Having reviewed with due care and diligence the EAF submitted by the applicant, the application herein and all pertinent documentation and testimony received at the public hearing, it is determined that the proposed action will not have, nor does it include, the

potential for significant adverse environmental impacts;

5. The Planning Board hereby adopts the SEQRA "Negative Declaration" annexed hereto.

Upon motion made by Member Van Leeuwen, seconded by Member Schlesinger, the foregoing resolution was adopted as follows:

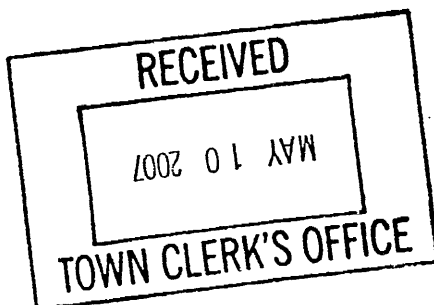
Member, Daniel Gallagher	<u>Aye</u>	Nay	Abstain	Absent
Member, Howard Brown	<u>Aye</u>	Nay	Abstain	Absent
Member, Neil Schlesinger	<u>Aye</u>	Nay	Abstain	Absent
Member, Henry Vanleeuwen	<u>Aye</u>	Nay	Abstain	Absent
Chairman, Genaro Argenio	<u>Aye</u>	Nay	Abstain	Absent

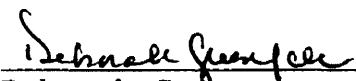
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Alternate, Henry Schieble      Aye    Nay    Abstain    Absent

Dated:      May 9, 2007  
              New Windsor, New York

  
Genaro Argenio, Chairman

Filed in the Office of the Town Clerk on this 10<sup>th</sup> day of May, 2007.



  
Deborah Green  
Town Clerk



**McGOEY, HAUSER and EDSALL  
CONSULTING ENGINEERS P.C.**

RICHARD D. MCGOEY, P.E. (NY & PA)  
WILLIAM J. HAUSER, P.E. (NY & NJ)  
MARK J. EDSALL, P.E. (NY, NJ & PA)  
JAMES M. FARR, P.E. (NY & PA)

**MAIN OFFICE**  
33 AIRPORT CENTER DRIVE  
SUITE 202  
NEW WINDSOR, NEW YORK 12553

(845) 567-3100  
FAX: (845) 567-3232  
E-MAIL: MHEPC@MHEPC.COM


**WRITER'S E-MAIL ADDRESS:**  
MJE@MHEPC.COM

**TOWN OF NEW WINDSOR**  
**PLANNING BOARD**  
**REVIEW COMMENTS**

**PROJECT NAME:** LISA BROWN HOME PROFESSIONAL OFFICE  
**PROJECT LOCATION:** 136 QUASSAICK AVENUE (NYS RT.94) & OAK RIDGE DRIVE  
SECTION 16 - BLOCK 2 - LOT 6  
**PROJECT NUMBER:** 06-31  
**DATE:** 9 MAY 2007  
**DESCRIPTION:** THE APPLICATION PROPOSES A 643.5 S.F. ADDITION TO THE EXISTING RESIDENCE, COMBINED WITH THE PROPOSED USE OF A PORTION OF THE RESIDENCE BEING UTILIZED AS A HOME PROFESSIONAL OFFICE. THE PLAN WAS PREVIOUSLY REVIEWED AT THE 13 DECEMBER 2006 PLANNING BOARD MEETING. *THE APPLICATION IS BEFORE THE BOARD FOR A PUBLIC HEARING AT THIS MEETING.*

1. The existing residence is located in the R-4 Zoning District of the Town. The HPO use is Special Permit Use B-2 of the zone (subject to Code 300-89). The site complies with the appropriate bulk requirements (one-family dwellings and the HPO have the same requirements), with the exception of the lot area and front yard setback (to Oak Ridge), which are both pre-existing non-conforming conditions.
2. I previously had several comments regarding the plan and bulk table. All requested corrections have been included on this new plan.
3. This project fronts on a State Highway (Route 94) and, as such, was referred to the Orange County Planning Department as per New York State General Municipal Law (GML 239). That Department has returned the application "Approved" and recommends that the Board require "renderings of the addition". The Board may wish to discuss if they believe this is reasonable. Further, since the Board does not have architectural review authority, I am not sure if this is within the scope of the Board's review authority. They may wish to discuss this with the Attorney to the Planning Board.
4. *I am aware of no reason why the Board could not proceed with SEQRA and consider approval of both the Special Permit and Site Plan.*

Respectfully Submitted,



Mark J. Edsall, P.E., P.P.  
Planning Board Engineer

MJE/sl NW06-31-09May07

**REGIONAL OFFICES**

• 111 WHEATFIELD DRIVE - SUITE ONE • MILFORD, PENNSYLVANIA 18337 • 570-296-2765 •  
• 540 BROADWAY • MONTICELLO, NEW YORK 12701 • 845-794-3399 •



RESULTS OF P.B. MEETING OF: May 9, 2007

PROJECT: Lisa Brown Home Office P.B. # 06-31

**LEAD AGENCY:**

AUTHORIZE COORD. LETTER: Y\_\_\_\_N\_\_\_\_  
TAKE LEAD AGENCY: Y\_\_\_\_N\_\_\_\_

**NEGATIVE DEC:**

M)\_\_\_\_S)\_\_\_\_VOTE: A\_\_\_\_N\_\_\_\_  
CARRIED: Y\_\_\_\_N\_\_\_\_

M)\_\_\_\_S)\_\_\_\_VOTE: A\_\_\_\_N\_\_\_\_  
CARRIED: Y\_\_\_\_N\_\_\_\_

**PUBLIC HEARING:** **WAIVED:** **CLOSED:** ☒

M) V Schl VOTE: A 5 N 0 SCHEDULE P.H.: Y 3 N

SEND TO O.C. PLANNING: Y\_\_\_\_  
SEND TO DEPT. OF TRANSPORTATION: Y\_\_\_\_

REFER TO Z.B.A.: M)        S)        VOTE: A        N       

RETURN TO WORK SHOP: Y\_\_\_N\_\_\_

**APPROVAL:**

M) U S) S VOTE: A 5 N O APPROVED: ✓

NEED NEW PLANS: Y\_\_\_N\_\_\_

**CONDITIONS – NOTES:**

No Public Comment

May 9, 2007 Rosenda

May 9, 2007 Agenda

LISA\_BROWN\_SITE\_PLAN\_(06-31)

Ms. Lisa Brown appeared before the board for this proposal.

MR. ARGENIO: Special use permit. Application proposes 643 square foot addition combined with the proposed use of a portion of the residence being utilized as a home professional office. The plan was previously reviewed at the 13 December, 2006 planning board meeting. The application is before the board for the mandatory public hearing at this time. Is there somebody here to represent this? Mrs. Brown, it's been a bit of time since you've been here, can you kind of refresh our recollection of the project and once you do that members will have a chance to comment and then we'll open it up to the public?

MR. BROWN: I don't know what page you want to see, this kind of shows you what the house looks like now, this is the house now without it so it's going to come off the back of the garage.

MR. VAN LEEUWEN: Going to keep the garage intact?

MR. BROWN: Yes, it's going to connect to the back of the house which is the kitchen area and there's going to be one room that's going to be used for a work room entrance that's going to come in for the little waiting area a work space, this is going to be like additional living space I'm going to use it for, I don't know, exercise equipment, whatever, laundry room and bathroom.

MR. ARGENIO: For the record, what business are you in?

MS. BROWN: Massage therapy and acupuncture.

MR. ARGENIO: Why don't you, as far as the site plan, why don't you put that up there so the public has an

opportunity to see it? Guys, we've seen this a couple times, pretty straightforward, I'm going to read one of Mark's comments here, number 2, I previously had several comments regarding the plan and the bulk table, all requested corrections have been included on this new plan. I also want to read this for the benefit of the members too and the public, we received comments from the County of Orange and Mark has even paraphrased for me a bit here, they're asking for renderings of the addition which she's given us, the board may wish to discuss if they believe this is reasonable, that's Mark's comment and we'll talk about that in a little while. And Mark goes on to say the board does not have architectural review authority, I'm not sure what the board's review authority is relative to the renderings. So having said that, does anybody here up on the dais have any comments that they'd like to discuss?

MR. SCHLESINGER: The only thing I question it's a home professional office which led me to believe that it's just an office, you know, you're going to have clients I guess, right?

MS. BROWN: Yes, one person at a time, usually.

MR. SCHLESINGER: For this type of space I don't think you're going to put five people.

MS. BROWN: I can't work with five people at once but I'd see one person at a time, there may be two cars if they overlap, if someone's early or running late.

MR. SCHLESINGER: Are you a licensed therapist?

MS. BROWN: Yes.

MR. SCHLESINGER: And are you allowed to have another person, you said this was for massage and another person performing your massages that's not licensed?

May 9, 2007

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MS. BROWN: No, we have to be licensed.

MR. SCHLESINGER: So therefore you're the only one, you can't hire three other massage people and have five massages at one time?

MS. BROWN: No.

MR. SCHLESINGER: Just wanted to see what our exposure would be.

MR. ARGENIO: Anybody else?

MR. VAN LEEUWEN: No, I have none.

MR. ARGENIO: On the 26th day of April, 2007, 51 addressed envelopes went out containing notice of public hearing pertinent to this application. List was acquired from the assessor's office in the town. At this time, if anybody from the public would like to speak for or against this application, please raise your hand, be recognized, come forward and state your name. Inasmuch as there's no hands shown, I'll accept a motion to close the public hearing.

MR. VAN LEEUWEN: So moved.

MR. SCHLESINGER: Second it.

MR. ARGENIO: Motion has been made and seconded that the Town of New Windsor Planning Board close the public hearing for the Lisa Brown home professional office. If there's no further discussion from the board members, roll call.

ROLL CALL

MR. SCHLESINGER	AYE
MR. BROWN	AYE
MR. GALLAGHER	AYE



May 9, 2007

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MR. VAN LEEUWEN     AYE  
MR. ARGENIO         AYE

MR. ARGENIO: She's supplied the rendering, I wouldn't ask her, it's a very simple thing, she'd be a fool to construct the addition anything other than something similar to the house that's there already. Anybody have anything else?

MR. VAN LEEUWEN: Yeah, I'd like to make a motion for negative dec.

MR. ARGENIO: I think we did that already. No, we need that, okay.

MR. CORDISCO: I have prepared a written resolution to that effect.

MR. SCHLESINGER: Second it.

MR. ARGENIO: Motion has been made and seconded that the Town of New Windsor Planning Board declare negative dec for the Lisa Brown home professional office. If there's no further discussion from the board members, roll call.

ROLL CALL

MR. SCHLESINGER     AYE  
MR. BROWN           AYE  
MR. GALLAGHER       AYE  
MR. VAN LEEUWEN     AYE  
MR. ARGENIO         AYE

MR. ARGENIO: Are we missing anything?

MR. CORDISCO: No, it's been referred to the County, County came back with its approval recommendation with the additional comments that she provide a rendering as you pointed out she went above and beyond and provided

May 9, 2007

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renderings for the board. She's already received the variance that she needed from the ZBA, procedurally, the board's in a position to act. I have prepared a written resolution that grants special use permit and site plan approval.

MR. ARGENIO: Very good.

MR. VAN LEEUWEN: So moved, final approval.

MR. SCHLESINGER: Second it.

MR. ARGENIO: Motion has been made and seconded that the Town of New Windsor Planning Board vote for final approval to the Lisa Brown professional office and special permit on Quassaick Avenue. No further discussion from the board members, roll call.

ROLL CALL

MR. SCHLESINGER	AYE
MR. BROWN	AYE
MR. GALLAGHER	AYE
MR. VAN LEEUWEN	AYE
MR. ARGENIO	AYE

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 08/13/2007

PAGE: 1

LISTING OF PLANNING BOARD FEES  
ESCROW

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

--DATE--	DESCRIPTION-----	TRANS	--AMT-CHG	-AMT-PAID	--BAL-DUE
11/30/2006	REC. CK. #214	PAID		750.00	
12/13/2006	P.B. MINUTES	CHG	42.00		
12/13/2006	CORDISCO - ATTY FEE	CHG	367.50		
05/09/2007	P.B. MINUTES	CHG	35.00		
06/07/2007	P.B. ENG. FEE	CHG	656.00		
08/06/2007	REC. CK. # 228	PAID		350.50	
TOTAL:			1100.50	1100.50	0.00

Received \$350.50

close out

J. Finnegan  
8-14-07

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 08/13/2007

PAGE: 1

LISTING OF PLANNING BOARD **FEES**  
**APPROVAL**

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

--DATE--	DESCRIPTION-----	TRANS	--AMT-CHG	-AMT-PAID	--BAL-DUE
06/28/2007	APPROVAL FEE	CHG	125.00		
08/06/2007	REC CK # 227	PAID		125.00	
TOTAL:			125.00	125.00	0.00

Received \$125.00  
J. H. H. H. H.  
8-14-07

## CHRONOLOGICAL JOB STATUS REPORT

JOB: 87-56

NEW WINDSOR PLANNING BOARD (Chargeable to Applicant)

CLIENT: NEWWIN - TOWN OF NEW WINDSO

TASK: 6- 31

FOR ALL WORK ON FILE:

TASK-NO	RBC	DATE	TRAN	EMPL	ACT DESCRIPTION	RATE	HRS.	TIME	EXP.	DOLLARS BILLED	PAID
6-31	295875	06/21/06	TIME	MJE	WS BROWN M/T-ACU HPO	115.00	0.40	46.00			
6-31	299008	07/19/06	TIME	MJE	WS BROWN HPO	115.00	0.40	46.00			
6-31	300560	07/26/06	TIME	MJE	MC TC/LISA BROWN:APP	115.00	0.30	34.50			
6-31	312780	11/10/06	TIME	MJE	CR L.BROWN:PLAN APPL EX	115.00	0.20	23.00			
6-31	315919	12/05/06	TIME	MJE	MC BROWN HPO W/GA	115.00	0.10	11.50			
6-31	315910	12/06/06	TIME	MJE	MR LISA BROWN HPO S/P	115.00	0.50	57.50			
6-31	315915	12/07/06	TIME	MJE	MR LISA BROWN HPO S/P	115.00	0.20	23.00			
6-31	315938	12/07/06	TIME	MJE	MC BROWN HPO W/GA	115.00	0.20	23.00			
6-31	316618	12/13/06	TIME	MJE	MM Anth >> EBA	0.00	0.10	0.00			
6-31	317825	12/20/06	TIME	MJE	MC BROWN: S/P NO EBA	115.00	0.30	34.50			
									299.00		
6-31	321821	12/31/06			BILL 07-441 1/30/07					-299.00	
									(UN-BIL 0.00)	-299.00	
6-31	352734				FD/CR 07-441 FD 02/15/07						299.00
									(UN-PAID 0.00)		299.00
6-31	322509	01/22/07	TIME	MJE	MC EAC L.BROWN:APP	119.00	0.20	23.80			
6-31	322519	01/23/07	TIME	MJE	MC H.WEEDEN:BROWN	119.00	0.20	23.80			
6-31	324384	02/06/07	TIME	MJE	MR KVV BROWN BULK TELE	119.00	0.60	71.40			
6-31	324386	02/07/07	TIME	MJE	WS LISA BROWN HPO	119.00	0.40	47.60			
6-31	325742	02/19/07	TIME	MJE	MC EAC L.BROWN:HPO APP	119.00	0.20	23.80			
6-31	325745	02/21/07	TIME	MJE	MC EAC L.BROWN:HPO APP	119.00	0.20	23.80			
6-31	325746	02/21/07	TIME	MJE	AA OCPD REFERRAL	119.00	0.40	47.60			
									261.80		
6-31	324828	02/20/07			BILL 07-584					-166.60	
									(UN-BIL 95.20)	-166.60	
6-31	352982				FD/CR 07-584 FD 03/07/07						166.60
									(UN-PAID 0.00)		166.60
6-31	328511	03/15/07			BILL 07-844					-95.20	
									(UN-BIL -95.20)	-95.20	
6-31	353103				FD/CR 07-844 FD 03/28/07						95.20
									(UN-PAID 0.00)		95.20
6-31	338202	05/08/07	TIME	MJE	MR LISA BROWN S/P	119.00	0.30	35.70			
6-31	338209	05/08/07	TIME	MJE	PM MTG GA/EAD KVV PROJ	119.00	0.20	23.80			
6-31	338449	05/09/07	TIME	MJE	MM BROWN HPO FINAL APP	0.00	0.10	0.00			
6-31	353868	05/09/07	TIME	EAD	MM LISA BROWN MTG/PH	119.00	0.30	35.70			
									95.20		
6-31	354954	05/23/07			BILL 07-1353					-95.20	
									(UN-BIL 0.00)	-95.20	
TASK TOTAL									656.00	-656.00	560.80
									(UN-BIL 0.00)	(UN-PAID 95.20)	



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## OFFICE OF THE PLANNING BOARD

July 2, 2007

Ms. Lisa Brown  
136 Quassaick Avenue  
New Windsor, NY 12553

SUBJECT: P.B. #06-31 PROFESSIONAL HOME OFFICE

Dear Ms. Brown:

Please find attached printouts of fees due for subject project.

Please submit payment in separate checks, payable to the Town of New Windsor, as follows:

Check #1 – Approval Fee.....	\$	125.00
Check #2 – Amount over Escrow posted.....	\$	350.50

Upon receipt of these checks and ten (10) sets of plans **(with at least five (5) sets being folded)**, I will have the plans stamped and signed approved.

If you have any questions in this regard, please contact my office.

Very truly yours,

Myra L. Mason  
Myra L. Mason, Secretary To The  
NEW WINDSOR PLANNING BOARD

MLM

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 05/09/2007

PAGE: 1

LISTING OF PLANNING BOARD ACTIONS

STAGE:

STATUS [Open, Withd]  
O [Disap, Appr]

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

--DATE-- MEETING-PURPOSE-----ACTION-TAKEN-----

12/13/2006 P.B. APPEARANCE REVISE & RETURN  
. MANDITORY PUBLIC HEARING - SEND TO OC PLANNING - ADDRESS  
. MARK'S COMMENTS - ZBA REFERRAL

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 05/09/2007

PAGE: 1

LISTING OF PLANNING BOARD AGENCY APPROVALS

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

	DATE-SENT	AGENCY-----	DATE-RECD	RESPONSE-----
ORIG	11/30/2006	MUNICIPAL HIGHWAY	12/11/2006	APPROVED
ORIG	11/30/2006	MUNICIPAL WATER	/ /	
ORIG	11/30/2006	MUNICIPAL SEWER	/ /	
ORIG	11/30/2006	MUNICIPAL FIRE	12/06/2006	APPROVED
ORIG	11/30/2006	NYS DOT	/ /	



PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 05/09/2007

PAGE: 1

LISTING OF PLANNING BOARD SEQRA ACTIONS

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

	DATE-SENT	ACTION-----	DATE-RECD	RESPONSE-----
ORIG	11/30/2006	EAF SUBMITTED	11/30/2006	WITH APPLIC
ORIG	11/30/2006	CIRCULATE TO INVOLVED AGENCIES	/	/
ORIG	11/30/2006	LEAD AGENCY DECLARED	/	/
ORIG	11/30/2006	DECLARATION (POS/NEG)	/	/
ORIG	11/30/2006	SCHEDULE PUBLIC HEARING	/	/
ORIG	11/30/2006	PUBLIC HEARING HELD	/	/
ORIG	11/30/2006	WAIVE PUBLIC HEARING	/	/
ORIG	11/30/2006	FINAL PUBLIC HEARING	/	/
ORIG	11/30/2006	PRELIMINARY APPROVAL	/	/
ORIG	11/30/2006	LEAD AGENCY LETTER SENT	/	/

-----X

**LISA BROWN SITE PLAN AND SPECIAL PERMIT P. B. #06-31**

**AFFIDAVIT OF  
SERVICE  
BY MAIL**

**CHERYL L. CANFIELD**  
Notary Public, State of New York  
Qualified in Orange County  
#01CA6073319  
Commission Expires April 22, 2010



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4631  
Fax: (845) 563-3101

## Assessors Office

April 18, 2007

Lisa Brown  
136 Quassaick Ave.  
New Windsor, NY 12553

Re: 16-2-6 PB#:06-31 (51)

Dear Ms. Brown:

According to our records, the attached list of property owners are within five hundred (500) feet of the above referenced property.

The charge for this service is \$75.00 minus your deposit of \$25.00.

Please remit the balance of \$50.00 to the Town Clerk's Office.

Sincerely,

J. Todd Wiley, IAO  
Sole Assessor

JTW/rah  
Attachments

CC: Myra Mason, Zoning Board

16-1-8.1

JOAN & DONALD BOEHM  
120 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

16-2-9

MICHAEL & ARLENE LUCAS  
146 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

16-3-14

NYSARC INC. ORANGE CO.  
249 BROADWAY  
NEWBURGH, NY 12550

16-1-9

JOSEPH & LYNDA CHERNEK  
130 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

16-3-1

ROCCO & ALICE RANDAZZO  
5 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-3-15

MARY HOTETZ  
8 STONECREST DR.  
NEW WINDSOR, NY 12553

16-1-10

JORG UWE FRISCHKNECHT  
2 OAK RIDGE DR.  
NEW WINDSOR, NY 12553

16-3-2

JOHN PANZELLA  
2 LUCAS DR.  
NEW WINDSOR, NY 12553

16-3-19

ROBERT &  
AUDREY FITZGERALD  
11 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-2-1

JAMES & JANET GREENE  
1 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-3-5

JAMES DEYO  
4 LUCAS DR.  
NEW WINDSOR, NY 12553

16-4-6

DONALD &  
ERNESTINE ANDERSON  
4 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-2-2

MICHAEL & LISA DEGRAVE  
3 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-3-8

FRED ARTHURS  
6 LUCAS DR.  
NEW WINDSOR, NY 12553

16-4-10

RICHARD RODGERS &  
SUSAN JEAN HOFFMAN  
8 OAKRIDGE DR.  
NEW WINDSOR, NY 12553

16-2-3

WALTER & JEANNE KOURY  
1 LUCAS DR.  
NEW WINDSOR, NY 12553

16-3-9

P.A. & KATHY MARY THOMAS  
8 LUCAS DR.  
NEW WINDSOR, NY 12553

16-4-36

EXCEL PROPERTIES, LLC  
13727 ROCKY POINT DR.  
HERRIMAN, UTAH 84096

16-2-4

MAHESH RENGASWAMY  
3 LUCAS DR.  
NEW WINDSOR, NY 12553

16-3-10

JOZEF SMAGACZ  
10 LUCAS DR.  
NEW WINDSOR, NY 12553

17-1-7

DARREN FOGARTY  
116 CHESTNUT DR.  
NEW WINDSOR, NY 12553

16-2-5

DOMINICK LEASE  
5 LUCAS DR.  
NEW WINDSOR, NY 12553

16-3-11

RICHARD & CAROL JACKSON  
14 LUCAS DR.  
NEW WINDSOR, NY 12553

17-1-8

GEORGE &  
HAZEL MASTERSON  
103 PINE DR.  
NEW WINDSOR, NY 12553

16-2-7

ANGELA THOMPSON  
140 QUASSAICK AVE  
NEW WINDSOR, NY 12553

16-3-12

JOHN & VIRGINIA SEARS  
2 STONECREST DR.  
NEW WINDSOR, NY 12553

17-1-9

FRANCES TERSILLO  
127 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

16-2-8

JAIME & LUISA DOMENICH  
142 QUASSAICK AVE  
NEW WINDSOR, NY 12553

16-3-13

JOHN AND HILDA PLUCHINO  
4 STONECREST DR.  
NEW WINDSOR, NY 12553

17-1-10

WILLIAM & BRIAN HOTALING  
125 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

17-1-11\*  
CAROL SARCKA  
123 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

17-3-1  
ADELAIDE &  
JOHN DAIUTOLO  
102 HOLLY DR.  
NEW WINDSOR, NY 12553

17-3-2  
ROBERT MARSIGLIO  
104 HOLLY DR.  
NEW WINDSOR, NY 12553

SALLYANN SILK  
109 PINE DR.  
NEW WINDSOR, NY 12553

17-3-12  
KEVIN HAGGERTY &  
NANCY RICCI  
107 PINE DR.  
NEW WINDSOR, NY 12553

17-3-13  
EILEEN CALLAHAN  
105 PINE DR.  
NEW WINDSOR, NY 12553

17-3-14  
MICHELE GRINDER  
125 CHESTNUT DR.  
NEW WINDSOR, NY 12553

17-4-1  
RONALD HARSCH  
100 PINE DR.  
NEW WINDSOR, NY 12553

17-4-2  
DENISE VISBAL  
102 PINE DR.  
NEW WINDSOR, NY 12553

17-4-3  
IRMA HERMAN  
104 PINE DR.  
NEW WINDSOR, NY 12553

17-4-4  
WILLIAM & CHRISTINE RALL  
106 PINE DR.  
NEW WINDSOR, NY 12553

17-4-5  
MARK & LYNN O'KEEFE  
108 PINE DR.  
NEW WINDSOR, NY 12553

17-4-6  
JOHN & DONNA BILYOU  
110 PINE ST.  
NEW WINDSOR, NY 12553

17-4-7  
LUCILLE VERGILI  
112 PINE DR.  
NEW WINDSOR, NY 12553

17-4-51  
MARY BURTON  
151 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

17-4-52.1  
HENRY & LISA BLACKMAN  
145 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

17-4-52.2  
MARSHALL &  
RITA ROSENBLUM  
139 QUASSIACK AVE.  
NEW WINDSOR, NY 12553

17-4-53  
RAFAEL & ELLICE ANDUJAR  
143 QUASSIACK AVE.  
NEW WINDSOR, NY 12553

17-4-54  
RICHARD RIVERA &  
JANNETT KUSHNIR  
135 QUASSIACK AVE.  
NEW WINDSOR, NY 12553

17-4-56  
KATHRYN KRIESER  
133 QUASSICK AVE.  
NEW WINDSOR, NY 12553

17-4-57  
PATRICK &  
PENELOPE FOGARTY  
131 QUASSAICK AVE.  
NEW WINDSOR, NY 12553

**LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the PLANNING BOARD of the TOWN OF NEW WINDSOR, County of Orange, State of New York will hold a PUBLIC HEARING at Town Hall, 555 Union Avenue, New Windsor, New York on **MAY 9<sup>TH</sup>, 2007** at 7:30 P.M. on the approval of the proposed

Site Plan and Special Permit for **LISA BROWN - MASSAGE THERAPIST**

Located at **136 QUASSAICK AVENUE** (Tax Map #Section **16**, Block **2**, Lot

**6**) . Map of the proposed project is on file and may be inspected at the **Planning**

**Board Office**, Town Hall, 555 Union Avenue, New Windsor, NY prior to the

Public Hearing.

Date: APRIL 19, 2007

By Order of

TOWN OF NEW WINDSOR PLANNING BOARD

TOTAL CHARGES: \_\_\_\_\_



RESULTS OF P.B. MEETING OF: December 13, 2006

PROJECT: Lisa Brown P.B. # 06-31

**LEAD AGENCY:**

**NEGATIVE DEC:**

AUTHORIZE COORD. LETTER: Y\_\_\_\_\_N\_\_\_\_\_

M) S) VOTE: A N

TAKE LEAD AGENCY: Y N

CARRIED: Y N

M) S) VOTE: A N

CARRIED: Y N

PUBLIC HEARING: WAIVED: \_\_\_\_\_ CLOSED: \_\_\_\_\_ *Mandatory*  
*Special*  
 M) M S) Sch VOTE: A 4 N 0 SCHEDULE P.H.: Y ☒ N ☐ *Permit*

M) M S) Sch VOTE: A 4 N 0

SCHEDULE P.H.: Y ☒ N

SEND TO O.C. PLANNING: Y ✓  
SEND TO DEPT. OF TRANSPORTATION: Y    

SEND TO DEPT. OF TRANSPORTATION: Y

✓ REFER TO Z.B.A.: M) M S) Sch VOTE: A 4 N 0

RETURN TO WORK SHOP: Y N

**APPROVAL:**

M) - S) \_\_\_\_\_ VOTE: A \_\_\_\_\_ N \_\_\_\_\_ APPROVED: \_\_\_\_\_

NEED NEW PLANS: Y N

**CONDITIONS – NOTES:**

Correct Square Footage between application & Plan

Address	Mark's Comments
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O.C. Planning





**McGOEY, HAUSER and EDSALL**  
**CONSULTING ENGINEERS P.C.**

RICHARD D. MCGOEY, P.E. (NY & PA)

WILLIAM J. HAUSER, P.E. (NY & NJ)

MARK J. EDSALL, P.E. (NY, NJ & PA)

JAMES M. FARR, P.E. (NY & PA)

**MAIN OFFICE**

33 AIRPORT CENTER DRIVE

SUITE 202

NEW WINDSOR, NEW YORK 12553

(845) 567-3100

FAX: (845) 567-3232

E-MAIL: MHENT@MHEPC.COM

**WRITER'S E-MAIL ADDRESS:**

**MJE@MHEPC.COM**

**TOWN OF NEW WINDSOR**  
**PLANNING BOARD**  
**REVIEW COMMENTS**

**PROJECT NAME:** LISA BROWN HOME PROFESSIONAL OFFICE  
**PROJECT LOCATION:** 136 QUASSAICK AVENUE (NYS RT.94) & OAK RIDGE DRIVE  
SECTION 16 – BLOCK 2 – LOT 6  
**PROJECT NUMBER:** 06-31  
**DATE:** 13 DECEMBER 2006  
**DESCRIPTION:** THE APPLICATION PROPOSES A 643.5 S.F.\*\* ADDITION TO THE  
EXISTING RESIDENCE, COMBINED WITH THE PROPOSED USE OF  
A PORTION OF THE RESIDENCE BEING UTILIZED AS A HOME  
PROFESSIONAL OFFICE. THE PLAN WAS REVIEWED ON A  
CONCEPT BASIS ONLY.  
\*\*application indicates 568 s.f.; however dimensions on plan  
indicate 643.5 s.f.

1. The existing residence is located in the R-4 Zoning District of the Town. The HPO use is Special Permit Use B-2 of the zone (subject to Code 300-89). The site complies with the appropriate bulk requirements (one-family dwellings and the HPO have the same requirements), with the exception of the lot area and front yard setback (to Oak Ridge), which are both pre-existing non-conforming conditions, and rear yard setback, which is a non-conformity being created by the construction of the addition.

***It is my recommendation that the planning board deem this application incomplete, and forward this application to the Zoning Board of Appeals for necessary action.***

Prior to the referral being made to the ZBA, the following corrections should be made to the plan:

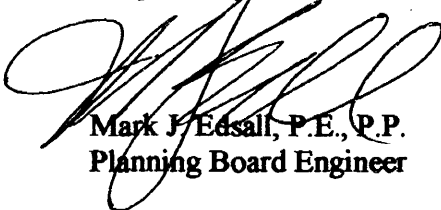
- Resolve/confirm building dimensions and area of proposed addition.
- Correct value in bulk table for proposed rear yard setback
- Revise bulk table to indicate "Development Coverage", and verify proposed percentage (it appears low, includes all impervious areas).

**REGIONAL OFFICES**

• 111 WHEATFIELD DRIVE – SUITE ONE • MILFORD, PENNSYLVANIA 18337 • 570-296-2765 •  
• 540 BROADWAY • MONTICELLO, NEW YORK 12701 • 845-794-3399 •

2. This project is within a 500-foot distance from a State Highway (Route 94) and, as such, must be referred to the Orange County Planning Department as per New York State General Municipal Law (GML 239).
3. The Planning Board should consider authorizing the mandatory Public Hearing for this Special Permit use, per the requirements of Section 300-87 of the Town Zoning Local Law, which could be held upon the applicants return from the ZBA.

Respectfully Submitted,

A large, stylized handwritten signature in black ink, appearing to read 'Mark J. Edsall', is written over the typed name and title.

Mark J. Edsall, P.E., P.P.  
Planning Board Engineer

MJE/st  
NW06-31-13Dec06.doc

December 13, 2006

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ZBA\_REFERRAL:

---

LISA\_BROWN\_SITE\_PLAN\_&\_SPECIAL\_PERMIT\_(06-31)

---

MR. ARGENIO: ZBA referrals. Lisa Brown site plan, home professional office. This application proposes 643.5 square foot addition to the existing residence combined with the proposed use of a portion of the residence being utilized as a home professional office. The plan was reviewed on a concept basis only. Is there someone here to represent this? Come forward. Do you have a plan with you? If you don't, we probably have one her.

Ms. Lisa Brown appeared before the board for this proposal.

MS. BROWN: I thought you guys had a copy.

MR. ARGENIO: If you put this plan up there on the thing with the, on the board with the clip very briefly just describe for us what your intent is there. We all have the plans, just put it up there on the board and tell us what you're looking to do.

MS. BROWN: This is on Quassaick Avenue, the addition would come off the back of the house here and I would use it as a separate entrance to conduct business. Right now, massage therapy and acupuncture so I would have one room to work out of with a bathroom and small waiting area and there'd be another room that would be used as additional living space for the house.

MR. ARGENIO: I do want to ask you a question. The engineer has indicated here the application, your application to the planning board indicates 568 square feet of addition but the dimensions on the plan indicates 643 square feet. Can you share with us why that's a contradiction?

December 13, 2006

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MS. BORWN: The application I might of just misunderstood when I wrote the square footage cause I actually wrote out that application, are you talking about the written application?

MR. ARGENIO: Yes.

MS. BROWN: That's just a mistake on my part.

MR. ARGENIO: Mike, work with her to get that squared away before this goes to the next step.

MR. BABCOCK: Yes.

MR. ARGENIO: Correct corrected value in the bulk table for proposed rear yard setback. Erik, do you know what that is, which item isn't correct on the bulk table?

MR. DENEGA: Checking it right now. The rear yard setback.

MR. ARGENIO: Do you know what item it is?

MR. DENEGA: He's got it listed as 50 feet on the bulk table and it's 54.8 feet provided.

MR. BABCOCK: Apparently the number 50 is not correct.

MR. MINUTA: If the new proposal will be 38.

MR. BABCOCK: Yeah.

MR. ARGENIO: Where do you see that?

MR. MINUTA: If you take a look to the left of the property there's 38 feet for the new addition so the new addition would make that 38 feet.

MR. BABCOCK: Yes.

December 13, 2006

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MR. ARGENIO: Do you see that, Mike?

MR. BABCOCK: Yes.

MR. ARGENIO: Mike, would you, when she corrects that square footage thing would you help her to get that squared away?

MR. BABCOCK: Yes, I will.

MR. ARGENIO: And the third bullet that Mark has noted here is to revise the bulk table to indicate development coverage and verify proposed percentage, it appears low.

MR. DENEGA: That's a 20 percent that's listed there as lot coverage.

MR. ARGENIO: To my fellow members, there's not a lot going on here, this needs to go to Orange County Planning because it's within 500 feet of Route 94 and unfortunately, Mrs. Brown, the law requires us to have a public hearing for this because it's a special use permit. Dominic, do we need to have a motion and have a vote to send it to Orange County or that will be done?

MR. CORDISCO: I think it should go to Orange County, you should, I mean, it's an administrative matter, it has to happen anyway, so having a vote really is not necessary.

MR. ARGENIO: Let's send this to Orange County Planning.

MS. MASON: Yes.

MR. ARGENIO: These other changes in my mind unless anybody disagrees with me are fairly minuscule and I think we should be able to authorize the public hearing

December 13, 2006

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for this and they'll have, also have one at zoning, is that right?

MR. BABCOCK: That's correct.

MR. ARGENIO: But these are required by law.

MR. CORDISCO: Yes, both of them are.

MR. ARGENIO: Do I need to have a motion for the public hearing? It's mandatory by law.

MR. CORDISCO: You need to have--

MR. ARGENIO: Motion we schedule this public hearing.

MR. CORDISCO: My recommendation would be if I may that is to make, you can combine, at this point, you can make the referral and also say that they are ready, authorize the public helping for when they come back from the Zoning Board. I don't think you can have the planning board public hearing prior to them actually.

MR. ARGENIO: Of course until they come back from the ZBA. Does somebody want to make that motion that we schedule this public hearing subsequent to them going to the zoning?

MR. MINUTA: So moved.

MR. SCHLESINGER: Second it.

MR. ARGENIO: Motion has been made and seconded that the Town of New Windsor Planning Board authorize scheduling of the public hearing for the special use permit for Lisa Brown home professional office, such public hearing will be scheduled subsequent to Miss Brown's visit to the zoning board. This also folks as we see here on number one this is going to zoning, does anybody also have anything? I don't mean to move too

December 13, 2006

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quick but appears simple.

ROLL CALL

MR. GALLAGHER	AYE
MR. BROWN	AYE
MR. MINUTA	AYE
MR. SCHLESINGER	AYE
MR. ARGENIO	AYE

MR. MINUTA: With regard to parking, looks like you have enough paved area there but how many vehicles are there by appointment only.

MS. BROWN: Usually at the most there's two people's cars there, if one comes early, so there's always going to be at least one car, maybe two if somebody comes early.

MR. MINUTA: Have your engineer check, make sure there's ample parking.

MS. BROWN: Yeah, I did.

MR. ARGENIO: Anybody else? If somebody would, I'll accept a motion that the planning board deem this application incomplete.

MR. MINUTA: So moved.

MR. SCHLESINGER: Second it.

MR. ARGENIO: Motion has been made and seconded that the Town of New Windsor Planning Board deem the application for home professional office as incomplete. If there's no further discussion from the board members, roll call.

ROLL CALL

December 13, 2006

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MR. GALLAGHER	AYE
MR. BROWN	AYE
MR. MINUTA	AYE
MR. SCHLESINGER	AYE
MR. ARGENIO	AYE

MR. ARGENIO: Miss Brown, your application is incomplete which means you have been referred to the zoning board. So I wish you luck with your variances. Unfortunately, you're going to have to have two public hearings but I don't think there's a lot going on with that plan so you can use the same list, the same mailing list that we created.

MS. BROWN: Will I get something in the mail?

MS. MASON: Give me a call tomorrow morning, I'll explain everything to you.

MR. ARGENIO: Good luck to you.



**Town of New Windsor**  
555 Union Avenue  
New Windsor, NY 12553  
(845) 563-4611

**RECEIPT**  
**#931-2006**

12/04/2006

Brown, Lisa  
136 Quassaick Ave  
New Windsor, NY 12553

Received \$ 250.00 for Planning Board Fees, on 12/04/2006. Thank you for  
stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

**Deborah Green**  
Town Clerk

#06-31 - Special Permit

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 12/01/2006

PAGE: 1

LISTING OF PLANNING BOARD **FEES**  
**ESCROW**

FOR PROJECT NUMBER: 6-31  
NAME: BROWN - PROFESSIONAL HOME OFFICE  
APPLICANT: LISA BROWN

--DATE--	DESCRIPTION-----	TRANS	--AMT-CHG	-AMT-PAID	--BAL-DUE
11/30/2006	REC. CK. #214	PAID		750.00	
		TOTAL:	0.00	750.00	-750.00

*Me*  
12/4/06

**Town of New Windsor**  
555 Union Avenue  
New Windsor, NY 12553  
(845) 563-4611

**RECEIPT**  
**#930-2006**

12/04/2006

Brown, Lisa  
136 Quassaick Ave  
New Windsor, NY 12553

Received \$ 125.00 for Planning Board Fees, on 12/04/2006. Thank you for  
stopping by the Town Clerk's office.

As always, it is our pleasure to serve you.

**Deborah Green**  
Town Clerk

# 06-31 application *See*

PLANNING BOARD  
TOWN OF NEW WINDSOR

AS OF: 12/13/2006

PAGE: 1

LISTING OF PLANNING BOARD AGENCY APPROVALS

FOR PROJECT NUMBER: 6-31

NAME: BROWN - PROFESSIONAL HOME OFFICE

APPLICANT: LISA BROWN

	DATE-SENT	AGENCY-----	DATE-RECD	RESPONSE-----
ORIG	11/30/2006	MUNICIPAL HIGHWAY	12/11/2006	APPROVED
ORIG	11/30/2006	MUNICIPAL WATER	/ /	
ORIG	11/30/2006	MUNICIPAL SEWER	/ /	
ORIG	11/30/2006	MUNICIPAL FIRE	12/06/2006	APPROVED
ORIG	11/30/2006	NYS DOT	/ /	



# Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4693

## OFFICE OF THE PLANNING BOARD

### PROJECT REVIEW SHEET

TO: HIGHWAY DEPARTMENT

P.B. FILE #06-31 DATE RECEIVED: 11-30-06 TAX MAP #16-2-6

PLEASE RETURN COMPLETED FORM TO MYRA  
BY: 12-11-06 TO BE ON AGENDA FOR THE 12-13-06 PLANNING BOARD  
MEETING.

THE MAPS AND/OR PLANS FOR:

LISA BROWN - HOME PROFESSIONAL OFFICE

Applicant or Project Name

SITE PLAN XX, SUBDIVISION \_\_\_\_\_, LOT LINE CHANGE \_\_\_\_\_,  
SPECIAL PERMIT XXX

HAVE BEEN REVIEWED BY THE UNDERSIGNED AND ARE:

RECEIVED

DEC 04 2006

N.W. HIGHWAY DEPT.

☒ APPROVED:

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ DISAPPROVED:

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Reviewed by

12-11-06  
date

**FIRE INSPECTION  
INTER-OFFICE CORRESPONDENCE**

**TO: Genaro Argenio, Planning Board Chairman**

**FROM: Kenneth Schermerhorn, Asst. Fire Inspector**

**SUBJECT: PB-06-31**  
**Lisa Brown-Home Professional Office**  
**SBL: 16-2-6**

**DATE: December 6, 2006**

**Fire Prevention Reference Number: FPS-06-051**

**A review of the above referenced site plan and special permit has been conducted and is acceptable.**

**COUNTY OF ORANGE**

**EDWARD A. DIANA**  
COUNTY EXECUTIVE

**DEPARTMENT OF PLANNING**

124 MAIN STREET  
GOSHEN, NEW YORK 10924-2124  
TEL: (845)291-2318 FAX: (845)291-2533  
www.orangecountygov.com/planning

**DAVID CHURCH, A.I.C.P.**  
COMMISSIONER

**ORANGE COUNTY DEPARTMENT OF PLANNING**  
**239 L, M OR N REPORT**

This proposed action is being reviewed as an aid in coordinating such action between and among governmental agencies by bringing pertinent inter-community and countywide considerations to the attention of the municipal agency having jurisdiction.

**Referred by:** Town of New Windsor  
Planning Board

**Reference/County ID No.:** NWT06-07M  
**County Tax ID:** S16 B2 L6

**Applicant:** Lisa Brown

**Proposed Action:** Site Plan for addition for home professional office

**Reason for Review:** Within 500 ft of NYS Route 94

**Date of Full Statement:** March 21, 2007

**Comments:**

1. The applicant has requested site plan approval for a 568sf addition to an existing single-family home to be used as a home professional home office and additional living space, in an R-4 Suburban Residential zoning district.
2. The County does not expect the proposed project to pose any major impacts upon County or State facilities or create any inter-municipal concerns and therefore recommends approval for the said action. This being said, the County offers the following recommendation:
  - The applicant has not provided any renderings of the proposed addition or any description of the materials to be used in its construction. We recommend that the applicant be required to submit additional materials demonstrating that any new building features will comply with the overall aesthetic nature of the surrounding area.

**County Recommendation:**

**Approval** XXXX

**Date:** April 12, 2007

**Prepared by:** Atticus Lanigan, Planner

  
\_\_\_\_\_  
**David Church, AICP**  
**Commissioner of Planning**

# ORANGE COUNTY DEPARTMENT OF PLANNING

124 Main Street  
Goshen, NY 10924-2124

## **APPLICATION FOR MANDATORY COUNTY REVIEW OF LOCAL PLANNING ACTION**

(Variances, Zone Changes, Special Permits, Subdivisions, Site Plans)

Local File No. **06-31** (Please include this number on any correspondence)

1. Municipality **Town of New Windsor**

Public Hearing Date: **n/a**

City, Town or Village Board \_\_\_\_\_ Planning Board **X** Zoning Board \_\_\_\_\_

2. Owner: Name: **Lisa Brown**  
Address: **136 Quassaick Avenue, New Windsor, NY**

3. Applicant \* Name: **Same**  
Address: \_\_\_\_\_

**\*If applicant is owner, leave blank**

4. Location of Site: **Quassaick Ave (Rt 94) & Oak Ridge Drive**  
(Street or highway, plus nearest intersection)

Tax Map Identification: Section: **16** Block: **2** Lot: **6**

Present Zoning District: **R-4** Size of Parcel: **0.58+ Acres**

5. Type of Review:

### **\*\*\*Site Plan**

Zone Change: From **--** To: **--**

Zoning Amendment: To Section **---**

\*\*Subdivision: Number of Lots/Units **---**

\*\*\*Site Plan: Use **Addition for Home Professional Office**

Date: **2-21-07**

Signature & Title: \_\_\_\_\_

**Mark J. Edsall, P.E.,  
Planning Board Engineer**

*Sent 3/20/07*





**McGOEY, HAUSER and EDSALL**  
**CONSULTING ENGINEERS P.C.**

RICHARD D. McGOEY, P.E. (NY & PA)  
WILLIAM J. HAUSER, P.E. (NY & NJ)  
MARK J. EDSALL, P.E. (NY, NJ & PA)  
JAMES M. FARR, P.E. (NY & PA)

16-2-6

☐ **Main Office**  
33 Airport Center Drive  
Suite #202  
New Windsor, New York 12553  
(845) 567-3100  
e-mail: mheny@mhepc.com

☐ **Regional Office**  
507 Broad Street  
Milford, Pennsylvania 18337  
(570) 296-2765  
e-mail: mhepa@mhepc.com

**Writer's E-mail Address:**  
mje@mhepc.com

**PLANNING BOARD WORK SESSION**  
**RECORD OF APPEARANCE**

**TOWN/VILLAGE OF:** New Windsor **P/B APP. NO.:** 100-3 06-31  
**WORK SESSION DATE:** 2-7-07 **PROJECT:** NEW (OLD)  
**REAPPEARANCE AT W/S REQUESTED:** NO **RESUB. REQ'D:** revised plans  
**PROJECT NAME:** Brown - HPO  
**REPRESENTATIVES PRESENT:** Lisa Brown  
**MUNICIPAL REPS PRESENT:** BLDG INSP. \_\_\_\_\_ PB ATTY. \_\_\_\_\_  
FIRE INSP. \_\_\_\_\_ PLANNER \_\_\_\_\_  
MHE RE (MJE) (Other) \_\_\_\_\_ P/B CHMN \_\_\_\_\_  
**ITEMS DISCUSSED:**

<b><u>STND CHECKLIST:</u></b>	<b><u>PROJECT TYPE</u></b>
DRAINAGE _____	<u>(SITE PLAN)</u>
DUMPSTER _____	SPEC PERMIT
SCREENING _____	L L CHG.
LIGHTING _____	SUBDIVISION
(Streetlights)	OTHER
LANDSCAPING _____	
BLACKTOP _____	
ROADWAYS _____	

**APPROVAL BOX** \_\_\_\_\_

**PROJECT STATUS:**  
ZBA Referral: \_\_\_\_\_ Y X N

Ready For Meeting X Y \_\_\_\_\_ N

Recommended Mtg Date next avail

\* MYRA - tell me as soon as revised plan is in. so we can send to OCSP  
\* MJE OCSP referral form.  
\* Let Mike B know OK to start review of bldg plans



# McGOEY, HAUSER and EDSALL

CONSULTING ENGINEERS P.C.

RICHARD D. McGOEY, P.E. (NY & PA)

WILLIAM J. HAUSER, P.E. (NY & NJ)

MARK J. EDSALL, P.E. (NY, NJ & PA)

JAMES M. FARR, P.E. (NY & PA)

□ Main Office  
33 Airport Center Drive  
Suite #202  
New Windsor, New York 12553  
(845) 567-3100  
e-mail: mhenry@mhepc.com

□ Regional Office  
507 Broad Street  
Millford, Pennsylvania 18337  
(570) 296-2705  
e-mail: mhapa@mhepc.com

Writer's E-mail Address:  
mje@mhepc.com

## PLANNING BOARD WORK SESSION RECORD OF APPEARANCE

TOWN/VILLAGE OF: New Windsor

P/B APP. NO.: \_\_\_\_\_

WORK SESSION DATE: 19 July 2006

PROJECT: NEW X OLD \_\_\_\_\_

REAPPEARANCE AT W/S REQUESTED: NO

RESUB. REQ'D: new plans +

PROJECT NAME: Brown H/P

fit app

REPRESENTATIVES PRESENT: Lisa Brown

MUNICIPAL REPS PRESENT:

BLDG INSP. \_\_\_\_\_  
ENGINEER X  
P/B CHMN \_\_\_\_\_

FIRE INSP. \_\_\_\_\_  
PLANNER \_\_\_\_\_  
OTHER \_\_\_\_\_

ITEMS DISCUSSED: 136 Quarry

STND CHECKLIST:

PROJECT  
TYPE

DRAINAGE \_\_\_\_\_

DUMPSTER \_\_\_\_\_

SCREENING \_\_\_\_\_

LIGHTING \_\_\_\_\_

(Streetlights)

LANDSCAPING \_\_\_\_\_

BLACKTOP \_\_\_\_\_

ROADWAYS \_\_\_\_\_

APPROVAL BOX \_\_\_\_\_

PROJECT STATUS: X

ZBA Referral: X Y \_\_\_\_\_ N

Ready For Meeting \_\_\_\_\_ Y \_\_\_\_\_ N

Recommended Mtg Date \_\_\_\_\_

SITE PLAN

SPEC PERMIT

L L CHG.

SUBDIVISION

OTHER

## ZONING REGULATIONS:

### R-4 ZONING DISTRICT

minimums required:

Lot Area	21,700 S.F.	43,560	25,467*
Lot Width	100'	125	
Front Yard	35'	45'	57.9/21.9*
One Side Yard	15'	20'	
Both Side Yards	30'	40'	
Rear Yard	40'	50'	
Lot Coverage	20% max.	✓	
Frontage	70		
Height	35		
Min Lin Area	1200		

Reg'd Provided

43,560 25,467\*

125

45'

57.9/21.9\*

FILED MAP NORTH

\*pre-existing non-conforming

## Parking

Residence

H.P.O.

2 reg'd - 3 provided (2 in garage)  
2 reg'd - 3 provided (in drive loop)

## REFERENCES:

### TAX MAP DATA:

Section: 16  
Block: 2  
Lot: 6

Deed Liber: 4551, Page: 110

Being Lot 6 on a map entitled "Map of Subdivision of Lands of Veronica Lucas" filed in the Orange County Clerk's office on 25 April 1945 as

Lot 5  
Reputed Owner: LEASE  
(deed liber. 1050, page: 191)

Lot 4 Owner:  
Reputed SWAMY  
RENGASWAMY  
(1.5436, p. 71)

Iron bolt found  
2.27' northwest  
of property corner

N04°03'15"E

188.80'

N72°27'00"E  
27.90'

S44°59'00"E  
35.00'

S71°40'00"E

107.70'

S18°20'00"  
21.83'

24'45"

PROPOSED  
ADDITION  
16'0"

26'45"

1 story  
brick/frame dwelling

paved

21.9'

OAK

RIDGE

DRI

AREA = 25,467 S.F.  
= 0.585± acres

54.8'

57.9'

81.00'

S07°16'00"W

19.00'  
24°08'00"W

N85°52'00"W

142.28'

Reputed Lot 7

Iron pipe found

Side

Front

Rear



**McGOEY, HAUSER and EDSALL**  
**CONSULTING ENGINEERS P.C.**

RICHARD D. McGOEY, P.E. (NY & PA)

WILLIAM J. HAUSER, P.E. (NY & NJ)

MARK J. EDSALL, P.E. (NY, NJ & PA)

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Writer's E-mail Address:  
mje@mhepc.com

**PLANNING BOARD WORK SESSION**  
**RECORD OF APPEARANCE**

**TOWN / VILLAGE OF:** New Windsor **P/B APP. NO.:** \_\_\_\_\_

**WORK SESSION DATE:** 21 June 06 **PROJECT:** NEW X OLD \_\_\_\_\_

**REAPPEARANCE AT W/S REQUESTED:** Yes **RESUB. REQ'D:** Full

**PROJECT NAME:** Brown Home Office (HPO)

**REPRESENTATIVES PRESENT:** Lisa Brown

**MUNICIPAL REPS PRESENT:**

BLDG INSP.	_____	FIRE INSP.	_____
ENGINEER	<u>X</u>	PLANNER	_____
P/B CHMN	_____	OTHER	_____

**ITEMS DISCUSSED:** 136 Quassaick Ave

Oriskany Ridge / Quassaick Corner South  
R-Y Corner

Accupuncture + Mary's Thayer  
Special Permit Req'd  
- need site plan showing  
add'n @ 20 scale

Show setbacks + bulle table  
indicate variances needed

SP need to show parking for  
residence (2sp) + HPO (2)

+ drive thru 3 in loop + 3 (garage)  
out  
in available

**STND CHECKLIST:**

DRAINAGE	_____	<b>PROJECT TYPE</b>
DUMPSTER	_____	<u>SITE PLAN</u>
SCREENING	_____	<u>SPEC PERMIT</u>
LIGHTING	_____	L L CHG.
(Streetlights)	_____	SUBDIVISION
LANDSCAPING	_____	OTHER
BLACKTOP	_____	
ROADWAYS	_____	

**APPROVAL BOX** \_\_\_\_\_

**PROJECT STATUS:** ZBA Referral X Y \_\_\_\_\_ N

Ready For Meeting \_\_\_\_\_ Y X N

Recommended Mtg Date next

avail  
after plan

# TOWN OF NEW WINDSOR

555 UNION AVENUE  
NEW WINDSOR, NEW YORK 12553  
Telephone: (845) 563-4615  
Fax: (845) 563-4689

## PLANNING BOARD APPLICATION

### TYPE OF APPLICATION (check appropriate item):

Subdivision \_\_\_\_\_ Lot Line Change \_\_\_\_\_ Site Plan ☒ Special Permit ☒

Tax Map Designation: Sec. 16 Block 2 Lot 6

### BUILDING DEPARTMENT PERMIT NUMBER:

PA 2006 - 4/2  
MUST FILL IN THIS NUMBER

1. Name of Project Professional Home Office

2. Owner of Record LISA BROWN Phone 565-1688

Address: 136 Quassaick Ave New Windsor NY 12553  
(Street Name & Number) (Post Office) (State) (Zip)

3. Name of Applicant LISA BROWN Phone 565-1688

Address: 136 Quassaick Ave New Windsor NY 12553  
(Street Name & Number) (Post Office) (State) (Zip)

4. Person Preparing Plan Howard Weedon, PLS Phone 778-79643

Address: 62 Main Street Walden NY 12586  
(Street Name & Number) (Post Office) (State) (Zip)

5. Attorney \_\_\_\_\_ Phone \_\_\_\_\_

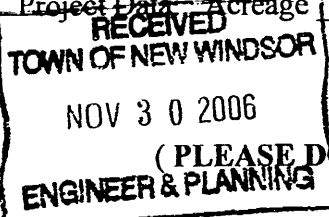
Address \_\_\_\_\_  
(Street Name & Number) (Post Office) (State) (Zip)

6. Person to be notified to appear at Planning Board meeting:

LISA BROWN 565-1688 \_\_\_\_\_  
(Name) (Phone) (fax)

7. Project Location: On the South side of Oakridge drive  
(Direction) (Street)

8. Project Data: Acreage .585 Zone R4 School Dist. Newburgh



PAGE 1 OF 2

(PLEASE DO NOT COPY 1 & 2 AS ONE PAGE TWO-SIDED)

06-31

9. Is this property within an Agricultural District containing a farm operation or within 500 feet of a farm operation located in an Agricultural District? Yes \_\_\_\_\_ No ✓

**\*This information can be verified in the Assessor's Office.**

**\*If you answer yes to question 9, please complete the attached Agricultural Data Statement.**

10. Detailed description of Project: (Use, Size, Number of Lots, etc.) 568 sq. Ft addition to be used as a home professional office / additional living space

11. Has the Zoning Board of Appeals Granted any Variances for this property? yes \_\_\_\_\_ no ✓

12. Has a Special Permit previously been granted for this property? yes \_\_\_\_\_ no ✓

**IF THIS APPLICATION IS SIGNED BY ANYONE OTHER THAN THE PROPERTY OWNER, A SEPARATE NOTARIZED STATEMENT OR PROXY STATEMENT FROM THE OWNER MUST BE SUBMITTED, AT THE TIME OF APPLICATION, AUTHORIZING THIS APPLICATION.**

STATE OF NEW YORK)

SS.:

COUNTY OF ORANGE)

THE UNDERSIGNED APPLICANT, BEING DULY SWORN, DEPOSES AND STATES THAT THE INFORMATION, STATEMENTS AND REPRESENTATIONS CONTAINED IN THIS APPLICATION AND SUPPORTING DOCUMENTS AND DRAWINGS ARE TRUE AND ACCURATE TO THE BEST OF HIS/HER KNOWLEDGE AND/OR BELIEF. THE APPLICANT FURTHER ACKNOWLEDGES RESPONSIBILITY TO THE TOWN FOR ALL FEES AND COSTS ASSOCIATED WITH THE REVIEW OF THIS APPLICATION.

SWORN BEFORE ME THIS:



(OWNER'S SIGNATURE)

31<sup>st</sup> DAY OF October 2006

(AGENT'S SIGNATURE)

Lisa M. Angelo

Please Print Agent's Name as Signed



NOTARY PUBLIC

LISA M. ANGELO  
Notary Public, State of New York  
No. 01AN4981130  
Qualified in Westchester County  
Commission Expires May 8, 2008

\*\*\*\*\*  
TOWN OF NEW WINDSOR  
RECEIVED  
NOV 30 2006  
ENGINEER & PLANNING  
\*\*\*\*\*  
September 3, 2007

06-31

DATE APPLICATION RECEIVED

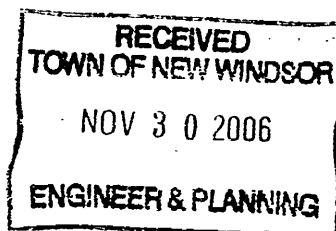
APPLICATION NUMBER

**TOWN OF NEW WINDSOR PLANNING BOARD****SITE PLAN CHECKLIST****ITEM**

1. 2 Site Plan Title
2.          Provide 4" wide X 2" high box **(IN THE LOWEST RIGHT CORNER OF THE PLAN)** for use by Planning Board in affixing Stamp of Approval. (ON ALL PAGES OF SITE PLAN).

**SAMPLE:**

3. ✓ Applicant's Name(s)
4. ✓ Applicant's Address
5. ✓ Site Plan Preparer's Name
6. ✓ Site Plan Preparer's Address
7. ✓ Drawing Date
8. ✓ Revision Dates
9. ✓ Area Map Inset and Site Designation
10. ✓ Properties within 500' of site
11. ✓ Property Owners (Item #10)
12. ✓ Plot Plan
13. ✓ Scale (1" = 50' or lesser)
14. ✓ Metes and Bounds
15. ✓ Zoning Designation
16. ✓ North Arrow
17. ✓ Abutting Property Owners
18. ✓ Existing Building Locations
19. ✓ Existing Paved Areas
20. ✓ Existing Vegetation
21. ✓ Existing Access & Egress



PAGE 1 OF 3

**06-31**



**PROPOSED IMPROVEMENTS**

- 22. NA Landscaping
- 23. ✓ Exterior Lighting
- 24. ✓ Screening
- 25. ✓ Access & Egress
- 26. ✓ Parking Areas
- 27. NA Loading Areas
- 28. NA Paving Details (Items 25 - 27)
- 29. NA Curbing Locations
- 30. NA Curbing through section
- 31. NA Catch Basin Locations
- 32. NA Catch Basin Through Section
- 33. NA Storm Drainage
- 34. ✓ Refuse Storage
- 35. NA Other Outdoor Storage
- 36. ✓ Water Supply
- 37. ✓ Sanitary Disposal System
- 38. NA Fire Hydrants
- 39. ✓ Building Locations
- 40. ✓ Building Setbacks
- 41. NA Front Building Elevations
- 42. ✓ Divisions of Occupancy
- 43. NA Sign Details
- 44. ✓ Bulk Table Inset
- 45. ✓ Property Area (Nearest 100 sq. ft.)
- 46. ✓ Building Coverage (sq. ft.)
- 47. ✓ Building Coverage (% of total area)
- 48. ✓ Pavement Coverage (sq. ft.)
- 49. ✓ Pavement Coverage (% of total area)
- 50. ✓ Open Space (sq. ft.)
- 51. ✓ Open Space (% of total area)
- 52. ✓ No. of parking spaces proposed
- 53. ✓ No. of parking spaces required

RECEIVED  
TOWN OF NEW WINDSOR PAGE 2 OF 3

NOV 30 2006

ENGINEER & PLANNING

06-31

REFERRING TO QUESTION 9 ON THE APPLICATION FORM, AIS THIS PROPERTY WITHIN AN AGRICULTURAL DISTRICT CONTAINING A FARM OPERATION OR WITHIN 500 FEET OF A FARM OPERATION LOCATED IN AN AGRICULTURAL DISTRICT, PLEASE NOTE THE FOLLOWING:

54. NA Referral to Orange County Planning Dept. is required for all applicants filing AD Statement.
55. ✓ A disclosure Statement, in the form set below, must be inscribed on all site plan maps prior to the affixing of a stamp of approval, whether or not the Planning Board specifically requires such a statement as a condition of approval.

APrior to the sale, lease, purchase, or exchange of property on this site which is wholly or partially within or immediately adjacent to or within 500 feet of a farm operation, the purchaser or leasee shall be notified of such farm operation with a copy of the following notification.

It is the policy of this State and this community to conserve, protect and encourage the development and improvement of agricultural land for the production of food, and other products, and also for its natural and ecological value. This notice is to inform prospective residents that the property they are about to acquire lies partially or wholly within an agricultural district or within 500 feet of such a district and that farming activities occur within the district. Such farming activities may include, but not be limited to, activities that cause noise, dust and odors.

This list is provided as a guide only and is for the convenience of the Applicant. The Town of New Windsor Planning Board may require additional notes or revisions prior to granting approval.

**PREPARER'S ACKNOWLEDGMENT:**

THE PLAT FOR THE PROPOSED SITE PLAN HAS BEEN PREPARED IN ACCORDANCE WITH THIS CHECKLIST AND THE TOWN OF NEW WINDSOR ORDINANCES, TO THE BEST OF MY KNOWLEDGE

BY:

Licensed Professional

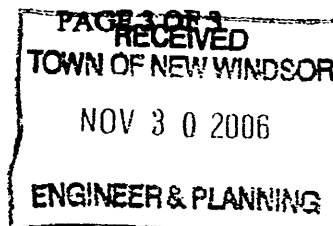
Date

※ ※ ※ ※ ※ ※

**PLEASE NOTE:**

※ ※ ※ ※ ※ ※

**THE APPLICANT OR THEIR REPRESENTATIVE IS RESPONSIBLE TO KEEP TRACK OF ALL EXPIRATION DATES FOR ANY AND ALL APPROVALS GRANTED TO A PROJECT. EXTENSIONS MUST BE APPLIED FOR PRIOR TO EXPIRATION DATE.**



06-31

PROJECT I.D. NUMBER

617.21

SEQR

## Appendix C

## State Environmental Quality Review

## SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

## PART I—PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT /SPONSOR <i>LISA BROWN</i>	2. PROJECT NAME <i>Professional Home Office - Brown</i>
3. PROJECT LOCATION: Municipality <i>Town of New Windsor</i> County <i>OR</i>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>136 Quassick Ave; on corner of Oakridge Drive &amp; Quassick on West side of Quassick (Rt 94) in New Windsor</i>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Expansion <input type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <i>568 sq ft addition connected to existing single family home to be used as a professional home office and additional living space.</i>	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe:	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency(s) and permit/approvals	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, list agency name and permit/approval	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <i>LISA BROWN</i>	Date: <i>10/26/06</i>
Signature: <i>[Signature]</i>	

RECEIVED  
If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

NOV 30 2006

ENGINEER &amp; PLANNING

OVER

1

06-31

**PART II—ENVIRONMENTAL ASSESSMENT (To be completed by Agency)**

<b>A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?</b> If yes, coordinate the review process and use the FULL EAF. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6?</b> If No, a negative declaration may be superseded by another involved agency. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)</b>	
C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly: <p style="text-align: center;">No</p>	
C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: <p style="text-align: center;">No</p>	
C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: <p style="text-align: center;">No</p>	
C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly: <p style="text-align: center;">No</p>	
C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly. <p style="text-align: center;">No</p>	
C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly. <p style="text-align: center;">No</p>	
C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly. <p style="text-align: center;">No</p>	
<b>D. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, explain briefly	

**PART III—DETERMINATION OF SIGNIFICANCE (To be completed by Agency)**

**INSTRUCTIONS:** For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

<input type="checkbox"/> Check this box if you have identified one or more potentially large or significant adverse impacts which <b>MAY</b> occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action <b>WILL NOT</b> result in any significant adverse environmental impacts <b>AND</b> provide on attachments as necessary, the reasons supporting this determination:	
_____ Name of Lead Agency	
_____ Print or Type Name of Responsible Officer in Lead Agency	_____ Title of Responsible Officer
_____ Signature of Responsible Officer	_____ Signature of Preparer (If different from responsible officer)
<div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>RECEIVED</b> <b>TOWN OF NEW WINDSOR</b> <b>NOV 30 2006</b> <b>ENGINEER &amp; PLANNING</b></div> <div style="margin-left: 20px;">Date</div>	

06-31

REC'D BY  
"XX"

## ATTACHMENTS

- A. Flood Hazard Area Development Permit Application Form.
- B. Certificate of Compliance ☒

PLEASE NOTE: IF PROPERTY IS NOT IN A FLOOD ZONE, PLEASE INDICATE THAT ON THIS FORM AND SIGN YOUR NAME. RETURN FORM WITH PLANNING BOARD APPLICATION.

IF PROPERTY IS LOCATED IN A FLOOD ZONE, PLEASE COMPLETE THE ATTACHED (LEGAL SIZE) PAPERS AND RETURN WITH PLANNING BOARD APPLICATION.

*Not in a flood zone*

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# **ZONING REGULATIONS:**

R-4 ZONING DISTRICT

minimums required:	provided
Lot Area — 43,560 S.F.	25,467 S.F. *
Lot Width — 125'	162'
Front Yard — 45'	57.9' / 21.9' *
One Side Yard — 20'	38'
Both Side Yards — 40'	N/A
Rear Yard — 50'	63.4'
Lot Coverage — 20% max.	6%
Frontage — 70'	271'
Height — 35'	25'
Min. Living Area — 1,200 S.F.	1,483 S.F.
Develop. Coverage — 20% max.	16.6%

\* — pre-existing, non-conforming

## **PARKING REQUIREMENTS:**

Residence : 2 spaces required; 3 spaces provided (2 in garage)

H.P.O. : 2 spaces required; 3 spaces provided (in drive loop)

## **REFERENCES:**

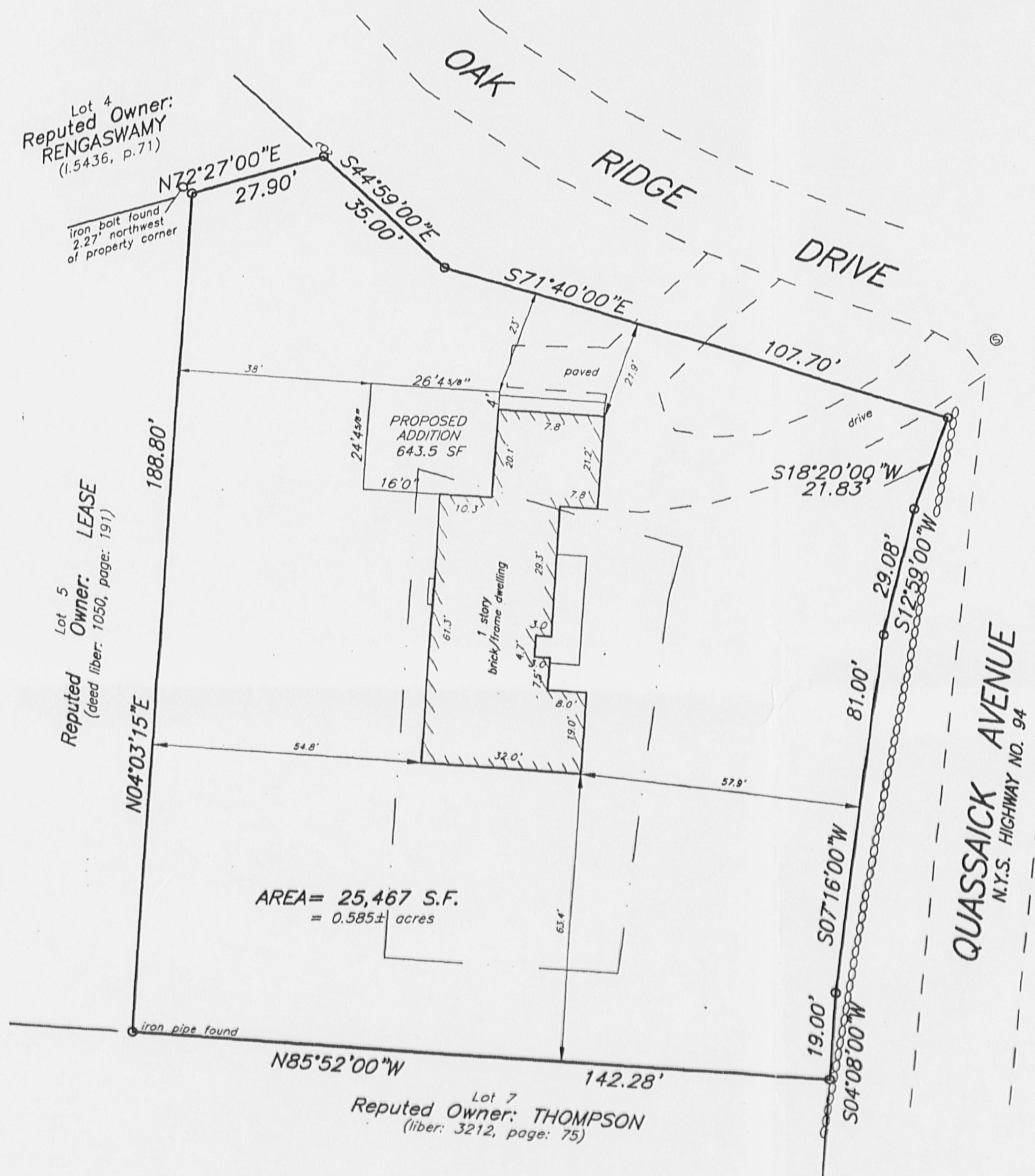
TAX MAP DATA:  
Section: 16  
Block: 2  
Lot: 6

Deed Liber: 4551, Page: 110

Being Lot 6 on a map entitled "Map of Subdivision of Lands of Veronica Lucas" filed in the Orange County Clerk's office on 25 April 1945 as map number 1280.

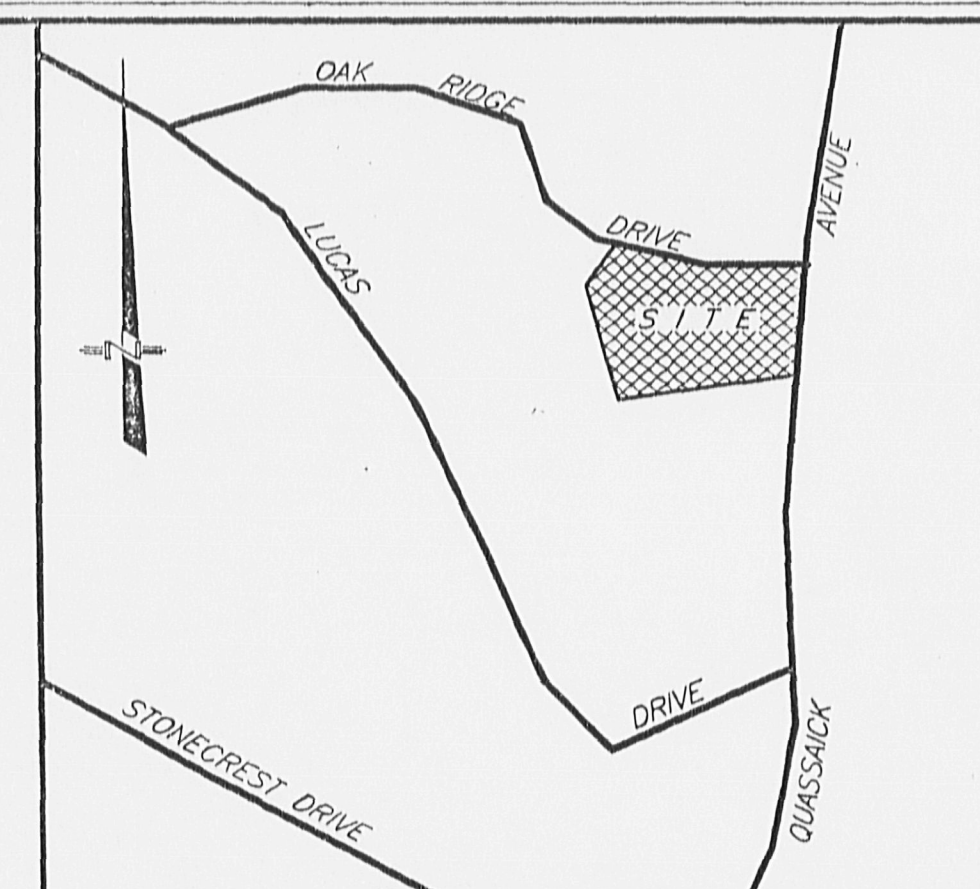
## **LEGEND:**

— — — — — building setback line  
— — — — — utility pole  
— — — — — stone wall  
— — — — — wire fence  
— — — — — overhead wires



## **NOTES:**

SUBJECT to any easements, rights-of-ways, and/or agreements that the utility companies may have.  
SUBJECT to such facts disclosed by an accurate, up-to-date title search.  
OFFSETS shown hereon are not to be used for construction purposes and/or fence installation.



LOCATION MAP

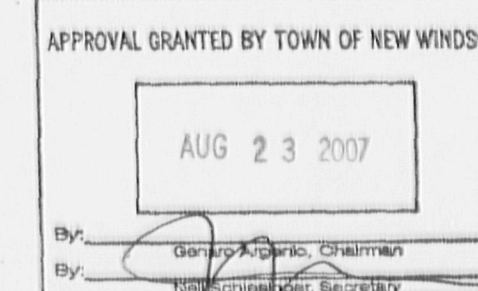
## **SITE PLAN NOTES:**

- These plans are incomplete/invalid without the engineer's and surveyor's signatures and seals and sheet 1 of 1.
- All improvements shown hereon are existing, unless otherwise noted as proposed.
- Lot is serviced by municipal sewer service.
- The existing driveway and parking area are to remain. There are two existing parking spaces in garage, and one existing parking space outside of garage. The paved driveway allows for three parking spaces in the driveway loop. The total number of parking spaces would then equal six.
- No additional water and/or sewer hookups to the existing water and sewer mains are proposed.

LB 2/19/07

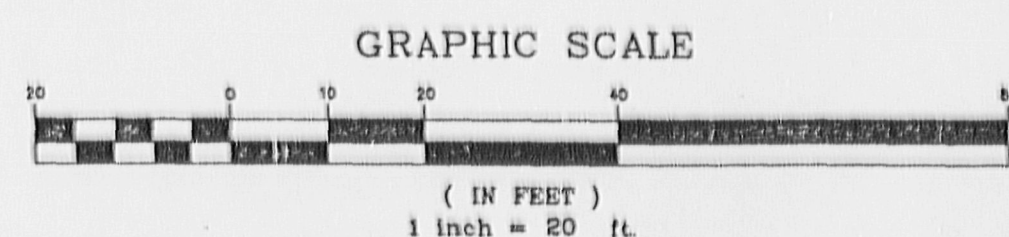
## **RECORD OWNER:**

Lisa Brown  
136 Quassaick Avenue  
New Windsor, N.Y. 12553



I hereby certify to:  
—Lisa Brown,  
that this survey mapping is based on a field survey performed on the date indicated hereon, deeds and/or maps obtained from the County Clerk's office, and is correct and accurate to the best of my knowledge.

Howard W. Weeden, P.L.S. N.Y.S. Lic. No. 049967



NO.	DATE	DESCRIPTION	BY
3.	2/12/07	revised bulk table	HW
2.	1/22/07	P.B. comments	HW
1.	7/21/06	P.B. engineer comments	HW

sheet: 1 of 1 date: 17 July 2006 file no.: 02-32a  
**WEEDEN SURVEYING**  
HOWARD W. WEEDEN, P.L.S., P.C.  
LICENSED LAND SURVEYOR  
62 Main Street Walden, N.Y. 12586  
tel.: (845) 778-7643

Survey and Site Plan for  
**BROWN**  
Home Professional Office  
located in the  
Town of New Windsor  
Orange County — New York

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